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Draft A 28 ~~March~~ 1956

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# THE CAREER STAFF

## OF THE

### CENTRAL INTELLIGENCE AGENCY

25X1A Rescissions: (1) [redacted] dated 6 December 1955  
(2) [redacted] dated 15 October 1954  
(3) [redacted] dated 3 September 1954

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#### 1. PURPOSE AND NATURE OF THE CAREER STAFF

The Career Staff of the Central Intelligence Agency was established effective 1 July 1954. Its purpose is to provide the Agency with a selected career group of employees who ~~have expressed their intention of making a career in intelligence~~ *dedicated to the fulfillment of its mission*. Members will be afforded, with the framework of applicable laws, preferential consideration for job security, special training <sup>and</sup> ~~as well as~~ other benefits and facilities. Membership in the Career Staff is limited only by the number of U.S. citizen staff employees and staff agents who are eligible for consideration and are accepted for membership. Career Employees have the obligation to serve

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(7) anywhere, at any time, <sup>for</sup> any kind of duty as determined by the needs of CIA. Full consideration will be given to the particular capabilities, interests, and personal circumstances of each Career Employee. ~~in carrying out this policy.~~

2. DEFINITIONS

a. THE CAREER STAFF

A group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency.

b. CAREER EMPLOYEE

A member of the Career Staff.

c. TRIAL PERIOD

The first year of service in CIA, as defined in [REDACTED]

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d. PROVISIONAL PERIOD

The three years' creditable service in CIA prerequisite to consideration for membership in the Career Staff. These years need not be continuous.

e. CREDITABLE SERVICE

- (1) Time on duty, under one or more appointments as to staff employee or staff agent, on or after 18 September 1947, the official date of the establishment of the Central Intelligence Agency.
- (2) Absence on leave with pay.
- (3) Absence on leave without pay for Agency-approved external training.
- (4) Absence on leave without pay for other purposes which does not exceed 30 successive calendar days.

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- (5) Other service not to exceed two years in the Agency on a civilian or military detail, provided:
- (a) Service was performed under military orders or on official civilian detail from another Government agency in a capacity essentially similar to that later assigned to the individual as a staff employee or staff agent, and
  - (b) The staff employee or staff agent has served 12 consecutive months in CIA and successfully completed the trial period.
- (6) Military service of a staff employee or staff agent separated for military duty and restored to civilian employment.
- (7) Service in any other capacity, when requested by the Head of a Career Service, and approved by the CIA Selection Board in each individual case.

*Handwritten:*  
Narrowed  
& recorded.

3. CRITERIA FOR MEMBERSHIP

Job performance, personal conduct, and intent to fulfill the obligations of a career employee are the criteria for acquiring and retaining membership in the Career Staff.

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accordance with [redacted] for continued Agency employment to the expiration of the trial period.

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- (2) The preparation of Fitness Reports, as required by [REDACTED]
  - (3) A review, based on the selection criteria of job performance, personnel conduct, and evidence of intent to fulfill the obligations of Career Service, after the individual concerned gains eligibility for consideration by completing the provisional period. In evaluating an employee's suitability for membership in the Career Staff, it may be more difficult to determine his suitability if he has not been within the purview of CIA for a considerable period immediately prior to the time he applies for membership.
  - (4) The provisions of continuing instruction and developmental guidance and assistance to each individual throughout the provisional period in order that he may demonstrate his suitability for membership in the Career Staff or eliminate or satisfactorily resolve any deficiencies.
- b. Consideration for selection into the Career Staff will be based upon formal application by personnel who have completed the provisional period. Those who fail to make application or whose applications are not accepted will continue to possess the benefits accorded by law to employees of the U.S. Government.
- c. After consideration for selection into the Career Staff, one of the following types of action will be taken for each applicant:
- (1) Acceptance in the Career Staff (Type A);
  - (2) Action deferred (Type B); or
  - (3) Acceptance into the Career Staff denied (Type C).

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- d. ~~If an individual applies for membership in the Career Staff and is not accepted, he will be informed of the reasons for the rejection or deferment and he will be given assistance and guidance in order to correct or to eliminate the causes of his rejection or deferment so that he may have an opportunity to demonstrate his suitability for membership in the Career Staff. In such cases, the Selection Board may entertain an appeal by the individual, at his initiative, to appear before the Board or, at its discretion, an Examining Panel to reconsider the case.~~

4. THE CIA SELECTION BOARD

- a. On behalf of the Director, the CIA Selection Board

- ② *To the CIA Career Council*
- (1) Recommends criteria for membership in the Career Staff;
  - (2) Accepts, deferred, or denied applications for membership;
  - (3) Reconsiders deferred or denied applications upon request of the applicant;
  - (4) Revokes membership in the Career Staff.

- b. The Board consists of 7 members, including the Director of Personnel who is Chairman. Each member has a vote. The Director of Central Intelligence appoints 2 members and 2 alternates from each major component each fiscal year. Members and alternates may be reappointed. Alternates serve as members in the absence of either of their principals. A quorum consists of 4 members.

- c. The Deputy Director of Personnel for Planning and Development is Executive Director. Technical and clerical services are furnished by the Office of Personnel as required.

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5. EXAMINING PANELS

- a. Examining Panels consider applications and related material and make recommendations for action to the Selection Board. If more information is required before a recommendation can be made to the Selection Board, the Executive Director asks the proper official to supply it.
- b. An Examining Panel consists of not less than 3 Examiners. Examiners are career employees, GS-14 and above, appointed by the DCI. *usually* A list of examiners is published at the time of appointment.
- c. The Executive Director of the Selection Board selects Examining Panels from *a* list of Examiners. He serves as non-voting Chairman of each Panel. (?)

7.

6. THE SELECTION PROCESS

- a. This process begins with the employment of a Staff Employee or Staff Agent and is <sup>conducted</sup> ~~conducted~~ by a final determination by the CIA Selection Board. This process encompasses during this period:

(1) The review and determination of each individual's suitability for continued Agency employment prior to the expiration of the trial period. [REDACTED]

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25X1A (2) The preparation of Fitness Reports, [REDACTED]

(3) The review by the Selection Board based on the criteria in <sup>the procedure in Paragraph</sup> ~~Paragraph~~ 3 and 6d of this regulation.

- b. Continuing instruction and developmental guidance and assistance will <sup>by supervisor echelons</sup> be provided each individual throughout this period in order that he may demonstrate his suitability for membership or eliminate or satisfactorily resolve any deficiencies.

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6. ~~THE SELECTION PROCESS~~

~~An applicant's entire record is considered in the selection process. The provisional period is primarily under evaluation. Supervisors will provide continued instruction and developmental guidance and assistance to each individual throughout this period in order that he may demonstrate his suitability for membership or satisfactorily resolve any deficiencies for membership. (See [REDACTED] Trial Period and [REDACTED] Fitness Reports.)~~ 25X1A

7. ELIGIBILITY REQUIREMENTS FOR APPLICATION

- (1) Completion of the provisional period.
- (2) Formal action is not pending which could lead to termination of employment.

8. *eligibility for,* NOTIFICATION OF ~~REQUIREMENT~~ TO MAKE AND PROCESSING OF, APPLICATIONS

- (1) Employee Stationed at Headquarters.

- (a) The Director of Personnel forwards the application to the individual who has 90 days in which to sign and return it through channels to the Head of this Career Service, or to address a memorandum to the DCI stating why he does not wish to become a member of the Career Staff. Supervisors in the channel will add their comments as appropriate.
- (b) Heads of Career Services, within 90 days of the date of the applicant's signature, will forward to the Selection Board the application or the memorandum of declination. The application will contain one of the following recommendations: the individual be accepted for membership (Type A); the individual's application be deferred (Type B); or, that the application be denied (Type C); *for the case of a recommendation for Type B or C the reason will be given.*

(c) The Executive Director of the Selection Board will convene an



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regarding the individual's suitability for membership in the Career Staff from the 7 Offices of Record:

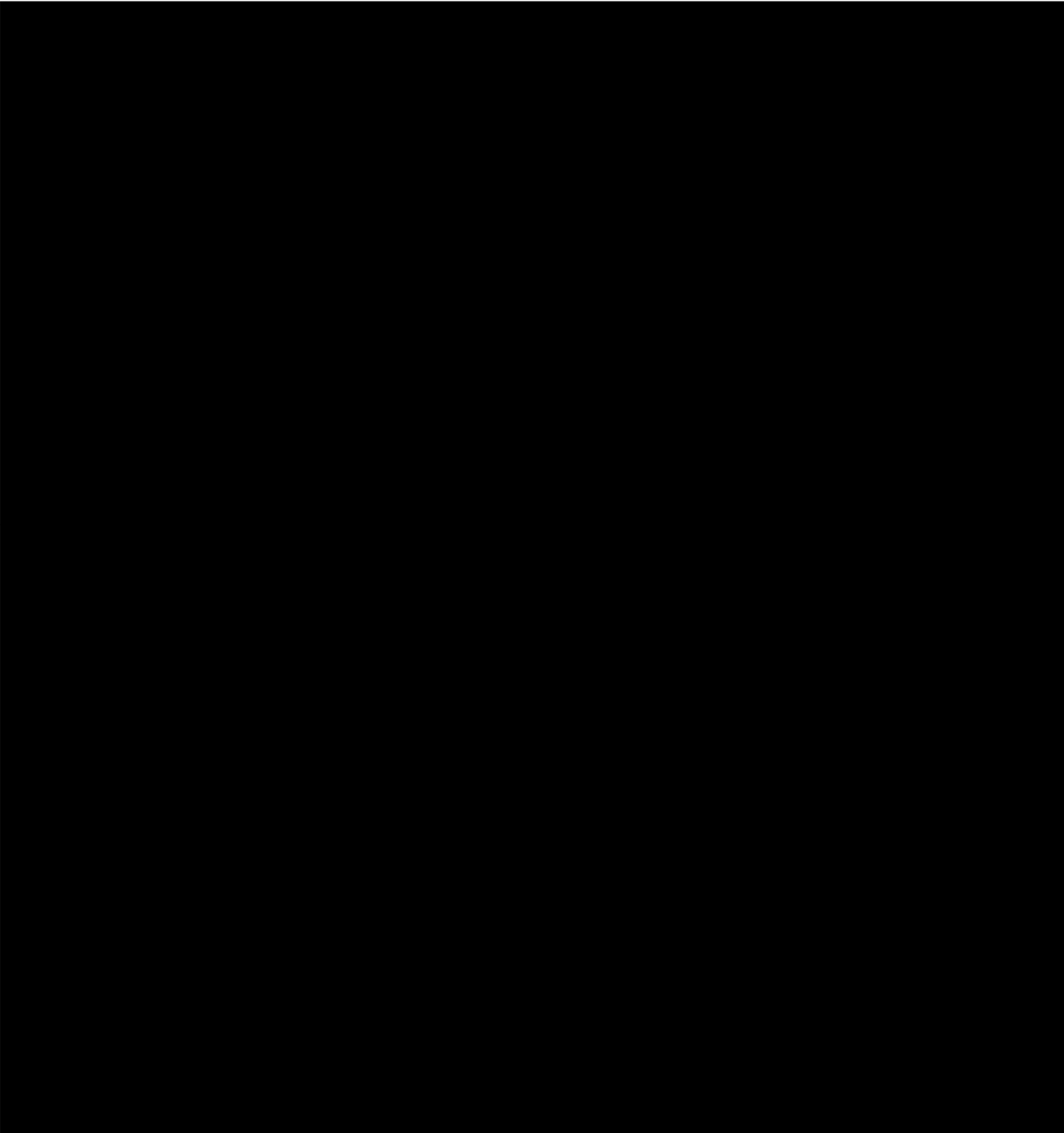
Office of Personnel  
Office of Security  
Medical Staff  
Comptroller  
Office of Training  
Inspector General  
Inspection and Review Staff

- (d) The Examining Panel may interview the individual or other Agency Employees and will base its recommendation to the CIA Selection Board on all pertinent information concerning the employee, which is professionally appropriate and operationally secure.
- (e) If the recommendation of the Examining Panel is contrary to that originally made by the Head of the Career Service, the Executive Director will refer the recommendation to the Head of the Career Service concerned for review and comment prior to placing it on the Agenda of the Selection Board. Upon reply, the Executive Director will forward the finding and the comments of the Head of the Career Service directly to the CIA Selection Board without further review by ~~the~~ Examining Panel.
- (f) The Selection Board acting on the recommendation of the Examining Panel will either accept, defer, or deny the individual's membership in the Career Staff.
- (g) When the finding of the Selection Board is in disagreement with that of the Head of the Career Service, this fact shall be reported to him. He may either accept the Board's decision or refer the case, within 10 work days to the Director for final decision.
- (h) The individual will be notified by memorandum from the Chairman of the Selection Board through his Career Service of action taken on his application. The acknowledged memorandum and the individual's

*with acceptance certified by the Director*  
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application will then be placed in his Official Personnel Folder.

- (1) Applicants not accepted will be informed of the reasons for the deferral or denial of their application. *Supervisors will provide* ~~They will be given~~ assistance and guidance in order to correct or eliminate the causes of their deferment or rejection so that they may demonstrate their suitability for membership.

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7. NOTIFICATION OF MEMBERSHIP IN THE CAREER STAFF

*His the policy of CIA*  
~~The CIA Career Council desires~~ that the notification to each individual be in a manner commensurate with the importance of the event. Security considerations preclude the presentation of evidence of membership in the form of a commission or certificate.

a. PERSONS WITHIN THE CONTINENTAL UNITED STATES

- (1) The Chairman, CIA Selection Board will address through command channels a classified personal memorandum to the individual for his acknowledgement. ~~The CIA Career Council desires that~~ the presentation <sup>will</sup> be made by a supervisory officer at the highest practical echelon in the command channel. Group presentation is desirable when appropriate.
- (2) After the individual's acknowledgement the memorandum will be forwarded through channels, within 30 days of the date of the memorandum, to the Executive Director, CIA Selection Board. When delivery <sup>to the individual</sup> is impossible within this time, the memorandum will be returned unacknowledged with the reason for non-delivery noted.

b. PERSONS AT OVERSEAS STATIONS

- (1) The DD/P Area Division or other appropriate headquarters element will forward to overseas stations by dispatch, <sup>in pseudonym,</sup> lists of persons, to be notified ~~in pseudonym~~ when appropriate.
- (2) The Chief of Station or other responsible official in the chain of command will orally notify the persons listed.
- (3) The memorandum referred to in 7a(1) will not be sent overseas for reasons of security.

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- (4) Those memorandums prepared for individuals overseas will be returned promptly by the DD/P Area Division or other appropriate headquarters element to the Executive Director, CIA Selection Board.
- (5) The memorandum will be retained by the Central Processing Branch, Office of Personnel for the individual to formally acknowledge the notification after completion of his in-processing. The acknowledged memorandum will be returned to the Executive Director, CIA Selection Board.

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8. SEPARATION FROM THE CAREER STAFF

- a. Career Staff membership is automatically cancelled when an individual's employment is terminated. If an individual is subsequently reemployed, he is immediately eligible to reapply for membership. Membership will be automatically reinstated for those persons who were separated to satisfy military obligations.
- b. If an individual elects to resign from membership in the Career Staff but wishes to retain his status as a Staff Employee or Staff Agent of CIA, he will so notify the CIA Selection Board in writing through the Head of his Career Service and will state the reasons for his request. The Board will take formal action on the request for resignation from the Career Staff and will notify the member of its finding in writing.
- c. Recommendations for the removal of an individual from the Career Staff must be submitted to the CIA Selection Board through the Head of the appropriate Career Service who will review the recommendation and submit his comments. No recommendation for removal will be considered by the Board until it has been reviewed by the Head of the Career Service concerned .
- d. ~~Subject only to the recommendation of disapproval by the Director of Security,~~ The CIA Selection Board will ensure that each individual, whose removal from the Career Staff has been recommended, will be offered the opportunity of being interviewed by the Board or, at its discretion, by the Examining Panel. *Before granting this privilege the Selection Board will consider a recommendation by the Director of Security*

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- e. Separation of an individual from the Agency will be governed by applicable Agency regulations.

C. P. CABELL  
Lieutenant General, USAF  
Acting Director of Central Intelligence

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